

Official Travel

If the Government pays for your travel, you may only be issued an airline ticket to destinations stated on your orders. Routing is the most direct one using the lowest cost; thus, a request for a specific airline may not be possible. The Transportation Office (TO) determines the authorized routing. *As the Joint Federal Travel Regulation (JFTR) does not authorize travel of family members to TDY sites nor are funds available, the TO cannot issue a government paid ticket (even when the orders say "concurrent travel"--only for overseas travel).*

A frequently asked question is "What if I take personal travel in conjunction with official government travel?" Per the JFTR, "use of contract fares is limited to official travel only." If you are taking personal travel in connection with official travel, the contract fares cannot be used for that portion of the trip that is personal. For example, itinerary on travel orders says from Monterey, CA to Atlanta, GA and return. Contract fare is \$502 round trip. For leisure, you want to stop in Chicago on this itinerary: Monterey, CA to Chicago IL to Atlanta, GA and back to Monterey, CA. Since the portion from Monterey to Chicago to Atlanta is for personal reasons, you are not entitled to use the contract fare, only commercial ones.

If you wish to take leave in connection with official travel or wish to take family members, this would be at your expense and you need to arrange this on your own. You may then seek reimbursement for the official portion, not to exceed the lowest government fare.

For official travel, please make reservations as far in advance by calling (831) 648-8609/8610. It is important that you give copies of your orders to the TO at least 3 workdays prior to the travel (FAX [831] 242-5821). *Otherwise, your reservation will be automatically cancelled. Use of rental cars must also be authorized on your orders.*

In summary, government paid tickets is only issued in support of official business. If you are taking leave (personal travel) or wish to take family members with you, you need to arrange travel on your own. Claim for reimbursement for the official portion at the lowest government fare.

Customer hours for the Commercial Travel Office (CTO) is 0830-1300/1400-1630/telephone # (831) 648-8609/8610. For the TO, it is 0830-1245/1400-1600/telephone # (831) 242-5410/5330. For more information on transportation services, access <http://dli-www.army.mil> Click to "Presidio" to "Directorate of Logistics Transportation Office."